

Job Announcement

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Opening Date:	February 20, 2014	Closing Date:	Open Until Filled
Job Title:	Deputy Director/Assistant Reporter	Position Type:	Full Time / At-Will
PIN:	088747	FLSA Status:	Exempt
Location:	Rules Committee Annapolis, Maryland	Grade/Salary Entry Range:	S07 80,864 - \$96,874 (Depending on Qualifications)
Financial Disclosure:	Yes	Full Salary Range:	S07 80,864 - \$125,345

Essential Function: Serving at the pleasure of the Maryland Court of Appeals, the Deputy Director of the Rules Committee Office assists and works under the direction of the Chair of the Rules Committee and the Executive Director of the Rules Committee Office. The Deputy Director analyzes legal issues involving procedural problems susceptible to solution by amendments to the Maryland Rules; Organizes the work of numerous subcommittees; Generates options; Drafts recommended Rules changes for consideration by the full Committee and the Court of Appeals; Prepares and attends all meetings of the Rules Committee and each subcommittee staffed by the Deputy Director; Completes projects assigned by the Court of Appeals, the Chair of the Rules Committee, or the Executive Director; Drafts project reports; and Performs other duties as assigned.

Education: Juris Doctor (JD) degree and a member of the Maryland Bar in good standing.

Experience: A minimum of six years work experience as a practicing attorney.

Writing Sample: A brief sample of legal writing is required with the application.

Note: Years of experience as a judicial law clerk can be substituted year-for-year for up to two years of the required practice experience.

Preferred: Experience as a judicial law clerk and additional legal experience.

Skills/Abilities: Extensive, in-depth knowledge of the structure and content of the Maryland Rules. Excellent organizational, problem solving and writing skills. The ability to identify legal issues and procedural problems; generate multiple solutions to complex problems involving the Rules and assess the strengths and weaknesses of each option; draft logical, clearly written proposed Rules changes and other documents, using proper grammar, punctuation and spelling; determine and implement the actions needed to move a project forward; perform legal research and analyze the results of that research; effectively communicate orally and in writing to judges, attorneys and members of the public; quickly familiarize him/herself with new areas of substantive law and apply that knowledge to developing procedures pertaining to those areas of the law; respectfully listen to stakeholders with competing interests and address the concerns of each; provide supervision and guidance to the staff attorney assistant reporter in the preparation of the minutes of the Rules Committee and other documents; proofread and edit documents as necessary; provide direction and guidance to the staff attorney assistant reporter and office administrator in the performance of their duties; perform all duties of the Executive Director in his/her absence; and perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or cover letter and resume stating position title, PIN number, and location. A brief sample of legal writing is required to be submitted along with the application. Materials must be received in the Human Resources office at the address below. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.